



CITY OF HOUSTON

Job Posting

AP

Applications accepted from:

ALL PERSON INTERESTED

Job Classification

PUBLIC WORKS MAINTENANCE MANAGER

Posting Number

PN# 112979

Department

Department of Public Works & Engineering

Division

Public Utilities Division

Section

Utilities Maintenance Branch

Reporting Location

611 Walker*

Workdays & Hours

M - F, 8 a.m. - 5 p.m.*

**Subject to change*

DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS

Oversees employees at Utility Maintenance Branch facilities engaged in repairing and maintaining collection and distribution systems lines and restoring jobsites by performing restoration tasks such as concrete, asphalt and landscape. Enacts policy originating from Mayor or department administrators; develops, maintains and interprets policy, ensuring consistent application. Plans, organizes, directs and reviews various operations, facilities and personnel. Works cooperatively and coordinates activities with other divisions and departments. Coordinates with related outside agencies, committees and civic associations. Reviews and critiques methods and procedures regularly to maintain and improve efficient operations; evaluates individual and group performance; makes needed improvements. Maintains current knowledge of technology and legislative changes which affect activities and initiates actions made necessary by such changes. Gives personal attention to emergency or special problems; responds to complaints or inquiries from the public, city officials or outside agencies. Forecasts future program needs and identifies scope of budget and capital programs. Conducts periodic review of expenditures and make program or budget adjustments as required.

WORKING CONDITIONS

This position is physically comfortable; the individual has discretion about walking, standing, etc.
This is a Department of Public Works and Engineering Emergency Management Essential Position at the Tier 1 Level.

MINIMUM EDUCATIONAL REQUIREMENTS

Requires a thorough understanding of both theoretical and practical of an analytical, technical or professional discipline; or the basic knowledge of more than one professional discipline. Knowledge of the discipline would normally be obtained through a formal 4-year degree from a college or university or an equivalent in-depth specialized training program that is directly related to the type of work being performed.

MINIMUM EXPERIENCE REQUIREMENTS

Seven years experience closely related to the activities of the area or division to be supervised are required.

MINIMUM LICENSE REQUIREMENTS

A valid Texas Driver's License and complies with the City of Houston policy on driving (AP 2-2).

PREFERENCES

Preference will be given to applicants with experience in maintaining the city's water distribution/wastewater collection systems. Ability to maintain current knowledge of technical and legislative changes, which affect activities and initiate actions, made necessary by such changes. Ability to develop productivity measures and monitor performance or personnel. Knowledge of the Infrastructure Management System (IMS) or a work order system; experience in Microsoft application (i.e. Word, Excel, Access and Outlook) Preference will also be given to applicants with Collection III or Distribution "B" license or the ability to acquire license within 1 year of Hire/Promotion.

SELECTION/SKILLS TESTS REQUIREDNone

However, the Department may administer a skill assessment evaluation.

SAFETY IMPACT POSITION X Yes No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

SALARY INFORMATION

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range for this position is:

Salary Range - Pay Grade 29
\$1,885 - \$2,757 Biweekly \$49,010 - \$71,682 Annually

OPENING DATE **September 06, 2006**

CLOSING DATE **Open Until Filled**

APPLICATION PROCEDURES

Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1st floor. **Our TDD (Telephone Device for the Deaf) phone number is (713) 837-9471. For application status inquiries, please call (713) 837-7153. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.**

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